

[Your Company Name]
[Your Address]
[City, State, Zip Code]
[Phone Number]
[Date]

[Recipient Name]
[Recipient Address]
[City, State, Zip Code]

Re: Title Insurance Premium Adjustment
Property Address: [Property Address]
File/Policy Number: [Number]

Dear [Recipient Name],

We are writing to inform you of an adjustment regarding the title insurance premium for the above-referenced property. Following a final review of the closing documents and underwriting requirements, it was determined that the initial premium amount quoted has changed.

Adjustment Details:

- Original Premium Amount: \$[0.00]
- Adjusted Premium Amount: \$[0.00]
- Difference: \$[0.00] ([Increase/Decrease])

The reason for this adjustment is: [Insert Reason, e.g., Change in loan amount, corrected rate calculation, or addition of endorsements].

[Select one of the following options:]

[Option A: If a refund is due] Enclosed is a check for the overpayment amount of \$[0.00].

[Option B: If an additional payment is required] Please remit the balance of \$[0.00] by [Date] to ensure your policy remains in good standing.

We apologize for any inconvenience this may cause. If you have any questions regarding this adjustment, please contact our office at [Phone Number].

Sincerely,

[Your Name]
[Your Title]